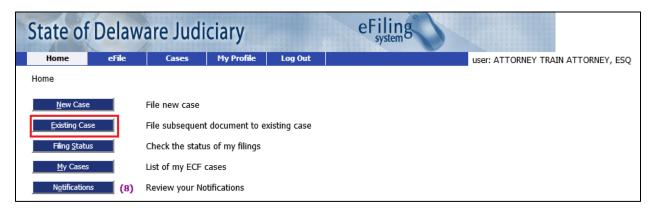
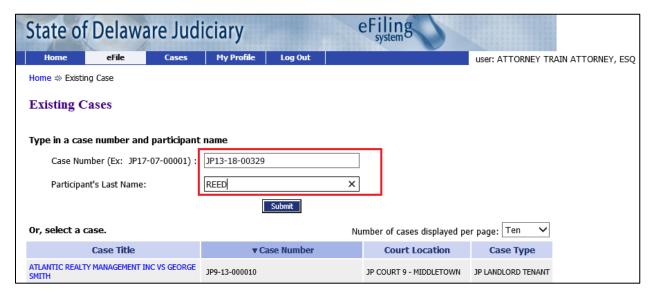
## **Module 21 – Attorney Entry of Appearance**

To file on behalf you must first identify yourself as the representative of the party. If you are an attorney and need to file an Entry of Appearance, click the 'Existing Case' button.



This will bring you to the 'Existing Cases' Screen. Enter the case number for the case you are looking for and the last name of one of the participants on the case and click 'Submit'. Make sure you enter the case number with the proper dashes and that you are using the last name of a person not a company to retrieve the case. If both the Plaintiff and Defendant are businesses, enter the last name of the Plaintiff's Attorney or Form 50 Agent in the last name field.



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## **Module 21 – Attorney Entry of Appearance**

This will bring you to the 'Add a Document' Screen with the Case banner in yellow showing the case number and title. Add your documents like you did when filing an initial filing.

**Document Category**: Select "Subsequent Filings/Complaints"

**Document Type**: Select "Entry of Appearance"

**Additional Text**: Enter text if needed to clarify type of document attached.

[Do **not** use the 'Sealed' or 'Associate to Previous Filing' checkboxes]. **Page count**: Enter the number of pages for the scanned document.

**Document Location**: Browse to the document and select it.

Add to Submission: Select the 'Add' button.



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## **Module 21 – Attorney Entry of Appearance**

This will bring up the 'Notice of Appearance Screen. Check the box for the party you are representing.



Click the 'Next' button to return to the 'Add a Document' Screen. You can attach any additional documents if needed. When all documents are attached, click 'Next' to move to the 'Review and Approve' Screen to enter your payment method and submit your filing.

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